

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, October 15, 2018, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS PRESENT: Corday Goddard – Chair, Ann Hartman, and John Fenner

EXCUSED: Tom Diedrick – Vice Chair and Sup. Andy Nicholson

OTHERS PRESENT: Cheryl Renier-Wigg, Stephanie Schmutzer, Matt Roberts, Noel Halvorsen and Scott Schoeneman

APPROVAL OF MINUTES:

1. Approval of the minutes from the September 24, 2018, meeting of the Brown County Housing Authority.

A motion was made by A. Hartman, seconded by J. Fenner to approve the minutes. Motion carried.

Information for Agenda Item #2 is not available at this time. The Authority has chosen to move forward with the Agenda Items until the information for Item #2 is available.

NEW BUSINESS:

3. Consideration with possible action on request from NeighborWorks® for \$150,000 grant for the purchase and renovation of the 1400 Block of Admiral Court.

C. Renier-Wigg stated there was a letter from N. Halvorsen regarding the 1400 Block of Admiral Court Apartments. N. Halvorsen and S. Schoeneman are here from NeighborWorks® to explain their request.

A motion was made by A. Hartman, seconded by J. Fenner to open the floor for discussion. Motion carried.

N. Halvorsen and S. Schoeneman gave an overview of the project. Information included the number of units and buildings and location of the units. The properties haven't been maintained and have many police issues. There has been a steady decline in the "quality" of occupants over the years. J. Fenner asked who the current landlord is. S. Schoeneman stated it is owned by Legros Enterprises and he is looking divest and retire.

S. Schoeneman informed the Authority they will be purchasing the buildings for 2.1 million. He then went into detail regarding the improvements that will be made, the cost and how soon each item should be done. Improvements included the entry doors, balconies, roof and window replacement, HVAC system replacement, and new water heaters. He then stated that occupancy rates are pretty high as 39 of the 40 units are occupied. He stated the current owner will take most applicants; however, there will be stiffer guidelines to increase the quality of tenants. They then went into specifics on how they will run the buildings from a management perspective.

C. Renier-Wigg stated that this has been a problem area and the residents and staff at Mason Manor have been exposed to these issues for many years.

C. Goddard then reiterated that they are asking for a \$150,000 grant from the BCHA. N. Halvorsen stated either a grant or deferred second mortgage loan, as done in the past, that would be due if the property was sold. This would help them tackle the challenges of the property. They would like to take one of the one-bedroom units out of service and convert it into an office and be able to offer their residential services. He stated he believes this property is large enough to support this type of programming. This is why they are asking for a no cost loan or a grant.

A conversation ensued between staff, Authority Members, N. Halvorsen and S. Schoeneman. Information included the market rate of the property/asking price, other properties purchased from the same company and support from the Redevelopment Authority.

J. Fenner stated that he likes the idea. C. Renier-Wigg stated this would come from their unrestricted dollars and accounts that can be used for housing development purposes. C. Goddard asked Authority members what their will was for this request. A. Hartman stated she wouldn't mind seeing the amount given in a grant. J. Fenner asked if they were designating 10 units as low income. N. Halvorsen stated yes and does suspect about 80 percent of the units will occupy low income housing, even if the market changes.

A motion was made by J. Fenner, seconded by A. Hartman to grant the \$150,000 to NeighborWorks for their project. Motion carried.

A motion was made by J. Fenner, seconded by A. Hartman to close the floor for discussion. Motion carried.

Information is now available for Item #2.

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program:

A Preliminary Applications

There were 133 preliminary applications for September.

B. Unit Count

The unit count for September was 2,767.

C. Housing Assistance Payments Expenses

The September HAP expense totaled 1,245,735.

D. Housing Quality Standard Inspection Compliance

Of the 356 inspections conducted for September; 194 passed initial inspection, 64 passed reinspection, 81 failed and 17 were a no show.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

No information given.

F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)

In September there were 68 active clients, 41 participants in level one; 13 participants in level two; one participant in level three and six participants in level four. There were no new contracts signed and there were no graduates. There are 33 active escrow accounts and 47 homeowner participants.

G. VASH Reports (new VASH and active VASH)

For September there were two new VASH Clients for a total of total 31 active VASH clients

H. Langan Investigations Criminal Background Screening and Fraud Investigations

For the month of September, there were no new investigations, 16 active cases and three cases closed. There were 109 new applications processed, 106 were approved and 3 were denied. For the breakdown of investigations by municipality, most were located in Green Bay, followed by De Pere and Oneida. The chart of initial applications shows the majority from Green Bay, Bellevue and Howard.

I. Quarterly Langan Denials report

There were a total of four denials made by Langan. Two were on websites that ICS doesn't have access to and two were instances where clients were found guilty after ICS conducted their background check. All four that were found by Langan were subsequently denied.

J. Quarterly End of Participation

The third quarter port outs absorbed were 82. They had over 70 port outs absorbed in one month, which is an uncontrollable figure. This was followed by voluntary terminations and then violation of family obligations.

K. Quarterly Active Cases Breakdown

57 percent the head of households are either elderly or disabled; 29 percent of head of households are not elderly or disabled but the household does have earned income; 11 percent of the head of households are not elderly or disabled, have no earned income, but have minors and three percent of head of households are not elderly not disabled, no earned income and no minors.

L. Quarterly Customer Service Satisfaction

73 percent indicated customer service was excellent, 18 percent very good, 8 percent good and 1 percent fair.

A motion was made by J. Fenner, seconded by A. Hartman to receive and place on file the ICS Reports. Motion carried.

NEW BUSINESS

4. Consideration with possible action to approve new Voucher Payment Standard, effective January 1, 2019.

M. Roberts stated that HUD publishes the Fair Market Rents (FMR) on an annual basis. Once they are published they are required to review it with their current Voucher Payment Standards. With this information, they would like to make changes. The FMRs for Brown County increased for all bedroom sizes for 2019 which allowed the BCHA to increase the Voucher Payment Standards for all sizes. However, due to the potential volatility, they have been very cautious on how the raise payments. They can utilize 90-110 percent of the FMR. They are proposing a slight increase to the Voucher Payment Standards for 2019 to account for some of the increase of the FMR. All the Voucher Payment Standards are still all within the allowed parameters which allows them flexibility within the FMR should they decrease next year.

A conversation ensued between Authority members and M. Roberts regarding FMRs. There were no issues or questions regarding this request.

A motion was made by J. Fenner, seconded by A. Hartman to approve the new Voucher Payment Standards, effective January 1, 2019. Motion carried.

5. Consideration with possible action on awarding the audit contract to Schenck for 2018 and 2019 with options for three 1-year renewals.

S. Schmutzer presented to Authority members the options for audit contracts. They received only two proposals, one from Schenck and the Hawkins Ash out of La Crosse. She informed Authority members she has worked with both companies and has had no issues with either company. She informed them of the amount for both companies.

A Conversation ensued between S. Schmutzer and Authority members regarding both companies. Information included the number of years Schenck has been the auditor and benefits of keeping Schenck.

There were no issues or questions regarding the request.

A motion was made J. Fenner seconded by A. Hartman to award the BCHA audit contract to Schenck. Motion carried.

BILLS AND FINANCIAL REPORT:

6. Consideration with possible action on acceptance of BCHA bills.

S. Schmutzer presented the BCHA bills. There was nothing out of the ordinary to report.

A motion was made by A. Hartman, seconded by J. Fenner to receive and place on file the BCHA bills. Motion carried.

7. Consideration with possible action on acceptance of BCHA financial report.

S. Schmutzer presented the BCHA financial report. There was nothing out of the ordinary to report.

A motion was made by A. Hartman, seconded by J. Fenner to receive and place on file the BCHA financial report. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

C. Renier-Wigg gave an update regarding the proposals for the PBVs. She stated she hasn't received any questions. They are due on October 29, 2018. When they come back, J. Fenner has offered to help score the RFPs. They will then be awarded at the November, BCHA meeting.

The BCHA and ICS budgets are currently being worked on. There will be something available at the November meeting.

C. Renier-Wigg gave an update regarding staffing. They have been speaking with Brown County reps and their plan of action is to take a resolution to the County Board on October 31, 2018, to administer the Brown County Housing Authority. Brown County staff will be working with us closely and bring a proposal to the BCHA on how they want to administer the program. HUD stated to hire an Executive Director and not a Housing Administrator as the language used for HUD is Executive Director. She then explained to Authority Members what would take place when the County brings a proposal to BCHA. The BCHA has the authority to say no and they can hire their own people and administer themselves as they are their own entity. However, if you do decide to work with the County, then it's the BCHA's decision on how much they want to be involved in the hiring of the executive director. HUD needs a resolution from the BCHA approving the Executive Director. The BCHA will decide how much involvement there will be during the hiring of the position and where you want to enter the hiring process.

A discussion ensued regarding what the proposal may entail. C. Renier-Wigg Stated that she would work with staff over at the County to keep things flowing to help make the transition easier. Other information included how long the BCHA has been running. C. Renier-Wigg

pointed out that the BCHA is a county function with staff employed through the City to run a County program. J. Fenner asked if the County Board would have any more say. C. Renier-Wigg stated that everything that currently happens with the BCHA runs through the County's administration. The RFPs go through County Purchasing, all legal advice comes from Corp Council, and the County Executive appoints the BCHA Board. At this time we will wait for the County's proposal.

8. Date of next meeting: November 19, 2018

A motion was made by A. Hartman, seconded by J. Fenner to adjourn. Motion carried.

jd:CRW
